

ORDINANCE NO. 11022020-02

AN ORDINANCE OF THE CITY OF ELKHART CREATING AND DESIGNATING THE POSITION OF A COURT CLERK FOR THE CITY OF ELKHART MUNICIPAL COURT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ELKHART;

SECTION 1. That there is hereby created and designated the position of Court Clerk to serve in the City of Elkhart Municipal Court;

SECTION 2. That the designated Court Clerk will be under the supervision of the municipal judge and City of Elkhart Council;

SECTION 3. The Court Clerk shall keep the minutes of court proceedings, issue all process, and generally perform all duties as the county clerk as may be applicable; basic duties will include administering oaths to persons filing complaints before the court, processing traffic citations, parking citations, and all other complaints; preparing court process as directed by the judge; transmitting fines and pleas received to the municipal judge for case disposition; receiving appearance bonds from persons charged with offenses in municipal court; maintaining accurate records for the court including; scheduling cases for a hearing according to court policy and processing fees, fines and any and all other administrative duties that may be assigned by municipal judge and or city charter or ordinance;

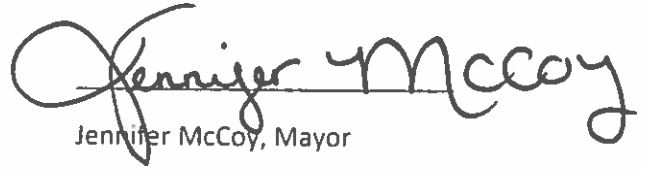
SECTION 4. There is hereby designated Brenda Starr to the position of Court Clerk to serve in the City of Elkhart Municipal Court;

SECTION 5. Designated Court Clerk is required to have a High School Diploma or equivalent; must obtain Court Clerk Certification within one year of appointment;

SECTION 6. Severability; if any provision of this ordinance, or the application thereof is held invalid the remainder of the ordinance shall not be affected thereby;

PASSED, APPROVED AND ADOPTED by the City of Elkhart Council of the City of Elkhart, Texas, in a regular meeting, this the 2nd day of November, 2020.

ATTEST:



Jennifer McCoy, Mayor

Ami Ashworth, City Secretary